



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Reclassification of Administrative Clerk II to Risk Management Technician and approval of class specification and salary range

**MEETING DATE:** October 6, 1993

**PREPARED BY:** Personnel Director

**RECOMMENDED ACTION:** Approve reclassification of Administrative Clerk II to Risk Management Technician and adopt new class specification and salary range.

**BACKGROUND INFORMATION:** A classification study was conducted of the Administrative Clerk II position in Administration. Based on the study, it was determined that a significant amount of paraprofessional duties are performed by the incumbent of this position. These duties rely on a high level of responsibility in relation to the standard use of the Administrative Clerk series.

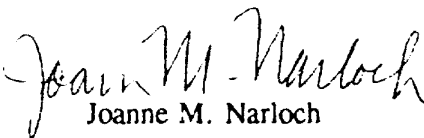
It is recommended that this position be reallocated and that the incumbent be reclassified to a Risk Management Technician and placed in the Confidential Unit.

The proposed monthly salary range is listed below and is aligned with Personnel Technician:

A	B	C	D	E
1761.11	1849.17	1941.62	2038.69	2140.65

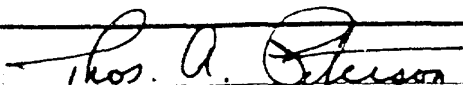
**COST:** The 93-94 F/Y cost of this action is approximately \$2,064.27.

**FUNDING:** Budgeted

  
Joanne M. Narloch  
Personnel Director

Attachments (1)

APPROVED



THOMAS A. PETERSON  
City Manager

RECEIVED CLERK



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Reclassification of Administrative Clerk II to Risk Management Technician and approval of class specification and salary range (AMENDED COST)

**MEETING DATE:** October 6, 1993

**PREPARED BY:** Personnel Director

**RECOMMENDED ACTION:** Approve reclassification of Administrative Clerk II to Risk Management Technician and adopt new class specification and salary range.

**BACKGROUND INFORMATION:** A classification study was conducted of the Administrative Clerk II position in Administration. Based on the study, it was determined that a significant amount of paraprofessional duties are performed by the incumbent of this position. These duties rely on a high level of responsibility in relation to the standard use of the Administrative Clerk series.

It is recommended that this position be reallocated and that the incumbent be reclassified to a Risk Management Technician and placed in the Confidential Unit.

The proposed monthly salary range is listed below and is aligned with Personnel Technician:

A	B	C	D	E
1761.11	1849.17	1941.62	2038.69	2140.65

**COST:** The 93-94 F/Y cost of this action is approximately \$2,952.57

**FUNDING:** Budgeted

A handwritten signature in cursive script, reading "Joanne M. Narloch".

Joanne M. Narloch  
Personnel Director

Attachments (1)

APPROVED \_\_\_\_\_

THOMAS A. PETERSON  
City Manager

RESOLUTION NO. 93-12

=====

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RECLASSIFICATION OF ADMINISTRATIVE  
CLERK II TO RISK MANAGEMENT TECHNICIAN AND  
APPROVING CLASS SPECIFICATIONS AND SALARY RANGE

=====

RESOLVED, that the Lodi City Council does hereby approve the reclassification of Administrative Clerk II to Risk Management Technician, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the following salary ranges for the Risk Management Technician position:

RISK MANAGEMENT TECHNICIAN

MONTHLY SALARY RANGES

A	B	C	D	E
\$1,761.11	\$1,849.17	\$1,941.62	\$2,038.69	\$2,140.65

Dated: October 6, 1993

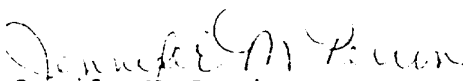
=====

I hereby certify that Resolution No. 93-127 was passed and adopted by the Lodi City Council in a regular meeting held October 6, 1993 by the following vote:

Ayes: Council Members - Mann, Sieglock, Snider, and Pennino  
(Mayor)

Noes: Council Members - Davenport

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk

93-127

RES93127/TXTA.02J

THE FOREGOING RESOLUTION WAS  
TO BE A CITY OF LODI  
OFFICIAL ACTION  
JENNIFER M. PERRIN  
CITY CLERK, CITY OF LODI

BY \_\_\_\_\_  
DATED \_\_\_\_\_

RISK MANAGEMENT TECHNICIAN

DEFINITION:

To perform a variety of responsible paraprofessional and support duties in risk management including Workers' Compensation and general liability.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from high level clerical classes by the extent and nature of responsibility for paraprofessional functions related to the City's risk management programs, and the requirement for understanding and interpretation of federal, state and local laws, codes, regulations and policies relating to Workers' Compensation and general liability.

SUPERVISION RECEIVED AND EXERCISED:

This classification works under the general direction of the Administrative Assistant to the City Manager, and has responsibility for an assigned area of paraprofessional risk management duties.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Schedules and prepares agendas and minutes for meetings.

Verifies calculations of permanent disability ratings.

Gathers information and provides direction to employees, departments, and third party administrators.

Recommends case settlement options.

Answers inquiries regarding Workers' Compensation, general liability, and various City programs from citizens, third party administrators, and employees.

Monitors Workers' Compensation case progress for compliance with required procedures and deadlines.

Prepares monthly loss/claims reports.

Processes accident/injury reports.

Reviews subrogation recommendations from third party administrator to recover costs of damages to City property.

EXAMPLES OF DUTIES (continued):

Coordinates with the department the return to work of injured employees, in modified or full capacity.  
Conducts special projects and studies relative to Workers' Compensation.  
Prepares periodic and special reports, correspondence and other written materials.  
Coordinates various programs with departments and employees such as safety glasses and safety bucks.  
Processes refuse rate reduction applications and responds to inquiries regarding the use of the collection system and refuse fees.  
Performs a variety of responsible clerical work in support of the risk management function including in-person and telephone reception, typing, preparation, duplication, assembly and distribution of documents, mail processing, photocopying, and related tasks.  
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Office management practices and procedures, including filing and the operation of standard office equipment;  
Correct English usage, including spelling, grammar, and punctuation;  
Basic business arithmetic, including percentages, decimals, and fiscal recordkeeping;  
Business letter writing and the standard format for typed materials;  
Legal practices and procedures related to Workers' Compensation and general liability;  
Medical and legal terminology relating to Workers' Compensation matters;

Ability to:

Prepare clear, concise and complete documents, reports, and correspondence;  
Communicate clearly and concisely;  
Use automated information systems, including personal computer word-processing software;  
Establish and maintain effective working relationships with those contacted during the course of work;  
Work independently;  
Collect, evaluate and interpret varied information and data, either in statistical or narrative form;  
Interpret and apply laws, regulations, policies and procedures;

Ability to (continued):

Maintain accurate records and files;  
Coordinate multiple projects and meet deadlines;  
Type accurately at a net rate of 45 words per minute from printed copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Three (3) years of responsible clerical experience which includes knowledge of risk management including general liability and Workers' Compensation.

LICENSES AND CERTIFICATES:

Possession of an appropriate valid Driver's License from the California Department of Motor Vehicles.